

C^oVID-19

City of Long Beach Business Toolkit



This toolkit provides guidance for businesses to support the safety of employees and customers.

VID-19

Background

Coronavirus Disease 2019 (COVID-19) is an infection caused by a virus that can spread from person to person through respiratory droplets produced when a person coughs, sings, sneezes or talks. While it is primarily spread by coming into close contact (within six feet) of a person who is infected with COVID-19, it may also be spread by touching a surface with the virus on it and then touching your mouth, nose or eyes.

There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19. This includes staying home as much as possible, avoiding close contact with others, wearing a face covering over your mouth and nose while in public, cleaning and disinfecting frequently touched surfaces and washing your hands with soap and water or using an alcohol-based hand sanitizer.

EPA-approved disinfectants can be found online by visiting www.epa.gov (Disinfectants for Use Against COVID-19). Bleach solutions, for example 1/3 cup bleach added to 1 gallon of water, and 70% alcohol solutions are also effective alternatives if the EPA-approved disinfectants are in short supply.

Anyone who is ill should stay home. Symptoms of COVID-19 include, but are not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting, or diarrhea

Everyone is at risk of getting COVID-19, but some people are at higher risk for more severe illness that may lead to hospitalization and death. Older adults and people with underlying medical conditions remain at increased risk for severe illness.

For general information about COVID-19, please call our Info line at 562-570-INFO (4636).



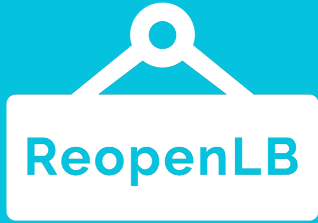
Guidance for Businesses

In the event that three or more cases are identified within the workplace within a span of 14 days, the employer should report this cluster to the Long Beach Department of Health and Human Services (Health Department) at 562-570-INFO (4636).

- **Questions employers should be prepared to answer:**
 1. How many positive employees at the business?
 2. Are there any other ill employees?
 3. Have your employees been notified of the exposure?
 4. Do you have any additional information you can provide at this time?
- **After completion of [isolation](#) or [quarantine](#) according to Long Beach Health Officer orders, staff can return to work and resume usual activities.**
 - Neither Public Health clearance nor a negative COVID-19 test is required for return to work.

Public Health officials recommend against requiring employees to provide negative COVID-19 test results before returning to work.

- If employees do not have symptoms and have not had any recent close contact with someone who has COVID-19, they do not need to get tested.
- The most important things that employers should do is allow their employees to telework to the extent feasible, and stay vigilant about having their employees wear face coverings over their mouth and nose while at the workplace, maintain physical distancing, stay home when they're sick, wash their hands, disinfect their workplace regularly, and follow industry-specific protocols available at www.longbeach.gov/COVID19.



INFORMATION FOR BUSINESS OWNERS

COVID-19 GENERAL INFO AND WEBSITE

WWW.LONGBEACH.GOV/COVID19

562.570.INFO (4636) Option 1

General COVID-19 information line for the Long Beach community. This line also handles questions related to COVID-19 testing, results and businesses who are reporting three or more COVID-19 positive employees.



SAFEbiz, PHYSICAL DISTANCING SELF-CERTIFICATION FOR BUSINESSES

www.longbeach.gov/SafeBiz

Web-interface which allows businesses that may open according to the "Safer at Home" order, to self-certify that they are committed to re-opening their business safely.



COMPLAINTS AND ENFORCEMENT

CEtaskforce@longbeach.gov

562.570.2633

Community members can report businesses violating the "Safer at Home Order" by emailing or contacting the Code Enforcement Task force.

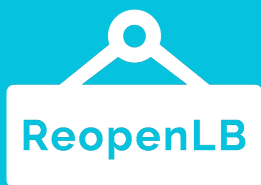


BUSINESS AND WORKER RESOURCES

www.longbeach.gov/4BIZ

562.570.4BIZ (4249)

BIZline was created for COVID-19 business and worker-related questions.



BUSINESS PROTOCOLS

PLEASE REVIEW YOUR BUSINESS PROTOCOLS BY VISITING

www.longbeach.gov/healthorders

- [Appendix A - Physical Distancing Protocols](#) (Spanish) (Khmer) (Tagalog)
- [Appendix B - Retail In-Person Shopping Protocols](#) (Spanish) (Khmer) (Tagalog)
- [Appendix C - Small Charter Services Protocols](#) (Spanish) (Khmer) (Tagalog)
- [Appendix D - Outdoor Equipment Rental Services Protocols](#) (Spanish) (Khmer) (Tagalog)
- [Appendix E - Tennis Protocols](#) (Spanish) (Khmer) (Tagalog)
- [Appendix F - Golf Course Protocols](#) (Spanish) (Khmer) (Tagalog)
- [Appendix G - Office Worksite Protocols](#) (Spanish) (Khmer) (Tagalog)
- [Appendix H - Dine-In Restaurant Protocols](#) (Spanish) (Khmer) (Tagalog)
- [Appendix I - Hair Salons and Barbershop Protocols](#) (Spanish) (Khmer) (Tagalog)
- [Appendix J - Mobile Food Vendor Protocols](#) (Spanish) (Khmer) (Tagalog)
- [Appendix K - Protocols for Public Swimming Pools](#) (Spanish) (Khmer) (Tagalog)
- [Appendix L - Grocery Facility Protocols](#) (Spanish) (Khmer) (Tagalog)
- [Appendix M - Gym and Fitness Facilities Protocols](#) (Spanish) (Khmer) (Tagalog)
- [Appendix N - Day Camp Protocols](#) (Spanish) (Khmer) (Tagalog)
- [Appendix O - Campground and RV Park Protocols](#) (Spanish) (Khmer) (Tagalog)
- [Appendix P - Museum, Gallery, and Aquarium Protocols](#) (Spanish) (Khmer) (Tagalog)
- [Appendix Q - Hotels, Lodging, and Short Term Rental Protocols](#) (Spanish) (Khmer) (Tagalog)
- [Appendix R - Music, Film and Television Production Protocols](#) (Spanish) (Khmer) (Tagalog)
- [Appendix S - Protocol for Professional Sports Leagues & Facilities Spectator-Free Events](#) (Spanish) (Khmer) (Tagalog)
- [Appendix U - Nail Salon Protocols](#) (Spanish) (Khmer) (Tagalog)
- [Appendix V - Personal Care Establishments Protocols](#) (Spanish) (Khmer) (Tagalog)



Physical Distancing Protocols



Physical Distancing Protocols: Appendix A

This protocol is to be completed by a business when an Industry-Specific Protocol has not been required by the Long Beach Health Officer. The requirements below apply to all businesses generally. In addition to the conditions imposed on business sectors by the Governor, businesses must also be in compliance with the conditions laid out in this Physical Distancing Protocol. This protocol must be implemented and posted prior to a business operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Business Name: _____

Facility Address: _____

A. SIGNAGE

- ☐ Signage at each public entrance of the facility to inform all employees and customers that they should: (i) avoid entering the facility if they have a cough or fever; (ii) maintain a minimum six-foot distance from one another; (iii) sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and (iv) not shake hands or engage in any unnecessary physical contact.
- ☐ Signage posting a copy of the Physical Distancing Protocol at each public entrance to the facility.

B. MEASURES TO PROTECT EMPLOYEE HEALTH (check all that apply to the facility):

- ☐ All employees have been told not to come to work if sick.
- ☐ Symptom checks are being conducted before employees may enter the work space. All desks or individual work stations are separated by at least six (6) feet.
- ☐ Physical space between employees and customers increased (e.g. drive through, partitions, plexiglass at point of sale locations)
- ☐ Where possible, employees who can carry out their work duties from home have been directed to do so.

**TO REPORT A VIOLATION
PLEASE CALL: (562) 570-2633 OR
EMAIL: CETASKFORCE@LONGBEACH.GOV**

V2 5-29-20

[Click to download protocols](#)

COVID-19

Resources to communicate with your staff and customers

Click poster to download



MAINTAIN PHYSICAL DISTANCING

[Spanish](#)

[Khmer](#)

[Tagalog](#)



PLEASE WEAR A FACE COVERING

[Spanish](#)

[Khmer](#)

[Tagalog](#)



HOW DO I PROTECT MYSELF AND OTHERS

[MULTI-LANGUAGE](#)



DO NOT ENTER THIS FACILITY IF YOU ARE EXPERIENCING SYMPTOMS

[Spanish](#)

[Khmer](#)

[Tagalog](#)



CITY OF
LONGBEACH



@longbeachcity | @lbhealthdept

www.longbeach.gov/covid19